



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

**SCHEDULE TITLE:** 736 - Temporary Administrative and Professional Staffing Services (TAPS)

**FSC GROUP:** 736

**CONTRACT NO.:** GS-07F-0041X

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at [fss.gsa.gov](http://fss.gsa.gov).

**CONTRACT PERIOD:** October 15, 2010 through October 14, 2015

**CONTRACTOR:** Labor Finders of Kentucky, Inc.  
11501 Plantside Drive, Ste. 12  
Louisville, KY 40299-6331  
Phone number: (502) 261-0823  
Fax number: (502) 719-9333  
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Web Site: <http://www.laborfinders.com>

**CONTRACT ADMINISTRATOR:** Diane Tames

**BUSINESS SIZE:** Small Business

**CUSTOMER INFORMATION:****1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b><u>SIN</u></b>	<b><u>DESCRIPTION</u></b>
736-1	Administrative Support and Clerical Occupations
736-3	General Services and Support
736-4	Information and Arts Occupations, Including Miscellaneous Occupations
736-5	Technical and Professional Occupations

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** Not Applicable**1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION:** All hourly rates shown are shown below. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.**2. MAXIMUM ORDER\*: \$100,000****3. MINIMUM ORDER: \$100****4. GEOGRAPHIC COVERAGE:** Louisville, KY (Preponderance of Work Location), Wage Determination No. 2005-2223, Revision 12, Dated 09/21/2010. Service in an area with lower SCA rates, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

**Indiana** counties of Clark, Floyd, Harrison, Jefferson, Jennings, Scott

**Kentucky** counties of Breckinridge, Bullitt, Edmonson, Grayson, Hardin, Hart, Henry, Jefferson, Larue, Meade, Nelson, Oldham, Shelby, Spencer, Trimble

**Wage Determination #**    **2005- 2223**    **Revision # 12**    **Dated: 09/14/2010**

**5. POINT(S) OF PRODUCTION:** Not Applicable**6. DISCOUNT FROM LIST PRICES:** Not Applicable**7. QUANTITY DISCOUNT(S):** None**8. PROMPT PAYMENT TERMS:** Net 30 Days**9a. Government Purchase Cards ARE accepted at or below the micro-purchase threshold.****9b. Government Purchase Cards ARE accepted above the micro-purchase threshold.****10. FOREIGN ITEMS:** None**11a. TIME OF DELIVERY:** Not Applicable**11b. EXPEDITED DELIVERY:** Not Applicable**11c. OVERNIGHT AND 2-DAY DELIVERY:** Not Applicable**11d. URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.**12. FOB POINT:** Not Applicable**13a. ORDERING ADDRESS:** 11501 Plantside Drive, Suite 12

Louisville, KY 40299

- 14. **PAYMENT ADDRESS:** PO Box 99189  
Louisville, KY40269
- 15. **WARRANTY PROVISION:** Not Applicable
- 16. **EXPORT PACKING CHARGES:** Not Applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Not Applicable
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Not Applicable
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** Not Applicable
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** Not Applicable
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** Not Applicable
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** Not Applicable
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **Section 508 Compliance for EIT:** Not Applicable
- 25. **DUNS NUMBER:** 117896485
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

**GSA Schedule 736****Temporary, Administrative and Professional Support Services (TAPS)****Labor Finders of Kentucky, Inc. (October 4, 2010)****Preponderance of Work Location Identified as:** Indiana, Kentucky  
**Area:****Indiana Counties of:** Clark, Floyd, Harrison, Jefferson, Jennings, Scott**Kentucky Counties of:** Breckinridge, Bullitt, Edmonson, Grayson, Hardin, Hart, Henry, Jefferson, Larue, Meade, Nelson, Oldham, Shelby, Spencer, Trimble**Wage Determination No.:** 2005-2223 Revision No. 12 Date of Revision 09/14/2010**SIN 736-1 Administrative Support and Clerical Occupations**

<b>Occupation Title</b>	<b>Total GSA Price</b>
01011-Accounting Clerk I	\$28.35
01020-Administrative Assistant	\$41.14
01051-Data Entry Operator I	\$25.06
01052-Data Entry Operator II	\$27.71
01111-General Clerk I	\$25.26
01112-General Clerk II	\$27.25
01113-General Clerk III	\$30.16
01191-Order Clerk I	\$26.09
01280-Receptionist	\$25.22
01420-Survey Worker	\$31.03

**SIN 736-3 General Services and Support**

<b>Occupation Title</b>	<b>Total GSA Price</b>
11090-Gardener	\$30.34
11150-Janitor	\$26.79
11210-Laborer, Grounds Maintenance	\$26.61
11240-Maid or Houseman	\$20.81
16250-Washer, Machine	\$23.15
19040-Tool and Die Maker	\$45.60
21020-Forklift Operator	\$33.48
21050-Material Handling Laborer	\$28.90
21130-Shipping/Receiving Clerk	\$30.50
21150-Stock Clerk	\$35.98
21410-Warehouse Specialist	\$33.39
23130-Carpenter, Maintenance	\$39.83
23160-Electrician, Maintenance	\$42.47
23181-Electronics Technician Maintenance I	\$41.51
23410-Heating, Ventilation and Air Conditioning Mechanic	\$40.34
23470-Laborer	\$28.62
23530-Machinery Maintenance Mechanic	\$45.88
23550-Machinist, Maintenance	\$38.99
23580-Maintenance Trades Helper	\$32.72
23640-Millright	\$52.18
23760-Painter, Maintenance	\$42.51
23810-Plumber, Maintenance	\$49.24
23890-Sheet-Metal Worker, Maintenance	\$39.31
23960-Welder, Combination, Maintenance	\$38.99

23980-Woodworker	\$37.48
<b>SIN 736-4 Information and Arts Occupations, Including Miscellaneous Occupations</b>	
<b>Occupation Title</b>	<b>Total GSA Price</b>
07010-Baker	\$23.14
07070-Dishwasher	\$19.27
07130-Food Service Worker	\$21.23
13011-Exhibits Specialist I	\$34.21
99810-Sales Clerk	\$25.40
<b>SIN 736-5 Technical and Professional Occupations</b>	
<b>Occupation Title</b>	<b>Total GSA Price</b>
30062-Drafter/CAD Operator II	\$39.58
30081-Engineering Technician I	\$38.97
30082-Engineering Technician II	\$43.32

# **DIRECTORY OF OCCUPATIONS**

## **SIN 736-1 Administrative Support and Clerical Occupations**

This category includes occupations concerned with preparing, transcribing, transferring, systematizing, and preserving both written and computerized communications and records; gathering and distributing information. The duties in this category also include: operating office machines; storing, distributing, accounting for stores of materials; distributing mail and delivering messages. Performing other administrative support and clerical duties may be required.

### **01010 Accounting Clerk (Occupational Base)**

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of terminology, codes, and processes used in an automated accounting system.

### **01011 Accounting Clerk I (Non-Professional)**

Performs simple and routine accounting clerical operations such as recognizing or comparing easily identified numbers and codes on related and repetitive accounting documents; confirming mathematical accuracy; and identifying discrepancies to bringing to the attention of the supervisor. Responsibilities include examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. The Accounting Clerk I performs entry-level reconciliation and posting under guidance. Supervisor gives full instructions for specific assignments.

Education: High School Diploma or equivalent. Fluent in the English language.

Experience: Minimum of 1 year in the stated position.

### **01020 Administrative Assistant (Non-Professional)**

Administrative Assistant performs typical secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), as well as provides administrative support to executive staff. Responsibilities include budgeting, personnel records, payroll, and researching and preparing charts or other presentation materials. They serve as information and communication managers for meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites and e-mail. Administrative Assistants use a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems. An Administrative Assistant may be required to work independently on some projects.

Education: High School Diploma or equivalent. Fluent in the English language

Experience: Minimum of 1 year in the stated position.

### **01050 Data Entry Operator (Occupational Base)**

This position operates keyboard-controlled data entry devices such as a computer, key operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions:

#### **01151 Data Entry Operator I (Non-Professional)**

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I uses an assortment of standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. They are able to input lists of items, numbers, or other data into computers or complete forms that appear on a computer screen. They also may manipulate existing data, edit current information, or proofread new entries into a database for accuracy. Some examples of data sources include customers' personal information, medical records, and membership lists. Usually, this information is used internally by a company and may be reformatted before other departments or customers use it. Problems with codes or missing information are resolved at the supervisory level. Work is routine and repetitive.

Education: High School Diploma or equivalent. Fluent in the English language

Experience: Minimum of 1 year in the stated position.

#### **01152 Data Entry Operator II (Non-Professional)**

Data Entry Operator II applies his or her experience and judgment in selecting procedures to be followed, and interpreting, selecting, or coding items to be entered from an assortment of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Education: High School Diploma or equivalent. Fluent in the English language

Experience: Minimum of 2 years in the stated position.

#### **01110 General Clerk (Occupational Base)**

The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine)

#### **01111 General Clerk I (Non-Professional)**

General Clerk I follows specific and detailed procedures in performing simple repetitive clerical tasks. Responsibilities would include filing documents in a chronological or alphabetical file; operating basic office equipment such as photocopier, facsimile, mailing machine, and multi-line phone system; opening mail; calculating and posting charges to departmental accounts; and potentially posting to individual accounts. General Clerk I uses his or her own judgment in choosing the proper procedure for each task.

Education: High School Diploma or equivalent. Fluent in the English language

Experience: Minimum of 1 year in the stated position.

#### **01112 General Clerk II (Non-Professional)**

General Clerk II is familiar with the terminology of the office unit. Responsibilities would include selecting appropriate methods from a wide variety of procedures or making simple interpretations of a limited number of substantive guides and manuals, coding and filing documents in a chronological or alphabetical file, posting to individual accounts, and calculating and posting charges to department accounts. Clerical steps vary in type or sequence. General Clerk II refers recognized problems to others. General Clerk II uses his or her own judgment in choosing the proper procedure for each task.

Education: High School Diploma or equivalent. Fluent in the English language

Experience: Minimum of 2 years in the stated position.

### **01113 General Clerk III (Non-Professional)**

General Clerk III uses some subject-matter knowledge and judgment to perform assignments consisting of numerous steps that vary in nature and sequence. General Clerk III selects from alternative methods and refers problems not solvable by interpreting substantive guides and manuals. Responsibilities would include assisting in administrative matters; maintaining a wide variety of financial and other records (stored manually and electronically); reviewing statistical reports for accuracy and completeness; compiling information; and handling complaints.

Education: High School Diploma or equivalent. Fluent in the English language

Experience: Minimum of 3 years in the stated position.

### **01190 Order Clerk (Occupational Base)**

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders.

This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

### **01191 Order Clerk I (Non-Professional)**

Order Clerk I handles orders involving product which have readily identified uses and may refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

Education: High School Diploma or equivalent. Fluent in the English language.

Experience: Entry level. No experience necessary.

### **01280 Receptionist (Non-Professional)**

Receptionist operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls. Receptionist, greet visitors, determine the nature of visits and direct visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. General office duties may include typing and performing other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

Education: High School Diploma or equivalent. Fluent in the English language.

Experience: Minimum of 1 year in the stated position.

- (a) A good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the



problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.  
Education: High Diploma or equivalent. Fluent in the English language.  
Experience: Minimum of 1 year in the stated position.

#### **01420 Survey Worker (Interviewer) (Non-Professional)**

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on the street. The Survey Worker asks questions relative to items on a form or questionnaire, records answer assists persons in filling out forms and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.

Education: High School Diploma or equivalent. Fluent in the English language.  
Experience: Entry level. No experience necessary

### **SIN 736-3 General Services and Support**

#### **11000 General Services and Support Occupations**

This category includes occupations concerned with moving and handling materials (e.g. loading, unloading, digging, hauling hoisting, carrying, wrapping, mixing, pouring spreading); washing and cleaning laboratory apparatus, cars and trucks; cleaning and maintaining living quarters, hospital rooms and wards, office buildings, grounds and other areas; and doing other general maintenance work, by hand or using common hand tools and power equipment. These occupations may involve heavy or light physical work and various skill levels. Skills are generally learned through job experience and instruction from supervisors or, in some instances, short-term formal training programs.

#### **11090 Gardener (Non-Professional)**

The Gardner plans and executes small scale landscaping operations and maintain grounds and landscape of households, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, grooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

Education: High School Diploma or equivalent.  
Experience: Minimum of 3 months in the stated position.

#### **11150 Janitor (Non-Professional)**

Janitor maintains a clean and orderly work area such as washrooms, offices, apartment houses, or commercial or other establishments. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors, removing trash, dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Education: High School Diploma or equivalent.  
Experience: Entry level. No experience necessary.

#### **11210 Labor, Grounds Maintenance (Non-Professional)**

Ground Maintenance maintains grounds of industrial, commercial or public property. Performs one or more of the following tasks: cut grass, using walking or riding mowers, trim hedges and edges around walks, flowerbeds, and wells, using edging tools, trim shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties may also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas in inclement weather, repairing and painting fences, gates, benches, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean workshop areas and parking lots by sweeping, mopping, and washing.

Education: High School Diploma or equivalent.

Experience: Entry level. No experience necessary.

### **11240 Maid or Houseman (Non-Professional)**

The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds marks or carries linens. The Maid or houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.

Education: High School Diploma or equivalent.

Experience: Entry level. No experience necessary.

### **16000 Laundry, Dry Cleaning, Pressing, and Related Occupations**

This category includes occupations concerned with receiving, sorting, washing, drying, dry-cleaning, dyeing, pressing and preparing for delivery of clothes. In addition, a person in any of these occupations uses hand tools, machines, and other devices to fit, cut, sew, rivet, assemble and attach findings to articles such as belts, brief cases, bags, guns covers, and hats.

### **16250 Washer, Machine (Washman) (Non-Professional)**

A person in this position operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine. If not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.

Education: High School Diploma or equivalent.

Experience: Entry level. No experience necessary.

### **19000 Machine Tool Operation And Repair Occupations**

This category includes occupations concerned with setting up and operating machine tools, and using hand tools to make or repair (shape, sit, finish, assemble) metal parts, tools, gauges, models, patterns, mechanism, and machines.

### **19040 Tool And Die Maker (Non-Professional)**

The Tool and Die Maker constructs and repairs jigs, fixtures, cutting tools, gauges, or Metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and laying out work according to models, blueprints, drawings or other written or oral specifications, understanding the working properties of common metals and alloys, selecting appropriate materials, tools, and processes required to complete task, making necessary shop

computations, and setting up and operating various machine tools and related equipment. Work for someone in this position also involves using various Tool and Die Maker's hand tools and precision measuring instrument, working to very close tolerances, heat-treating metal parts and finished tools and die to achieve required qualities, and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and Die Maker's work requires rounded training in machine shop and tool room practice usually acquired through formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 3 years in the stated position.

## **21000 Materials Handling and Packing Operations (Non-Professional)**

This category includes occupations concerned with preparing and arranging materials and products in bulk and non-bulk forms for distribution or storage; moving and loading or unloading equipment, materials, and products; operating or tending pipelines pumps and valves to transfer liquids; driving forklifts and related material-handling machinery and equipment; and using scoops, hand trucks, and wheelbarrows to load and move materials.

### **21020 Forklift Operator (Non-Professional)**

Forklift Operator drives a powered forklift to load and unload freight cars, or trucks. Operators may keep records of material moved and do some hand loading and unloading. Most material moved or stacked is on pallets or small platforms. Forklifts come in different sized and are very maneuverable. They are powered by gasoline, natural gas, or batteries.

Education: High Diploma or equivalent. Fluent in the English language.

Experience: Minimum of 3 months in the stated position

### **21050 Material Handling Laborer (Non-Professional)**

This person will perform physical task to transport or store material or merchandise.

Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing item in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

**Excluded from this definition are workers whose primary function involves:**

- a. Participating directly in the production of goods ((e.g., moving items from one production station to another or placing them on or removing them from the production process):**
- b. Stocking merchandise for sale:**
- c. Counting or routing merchandise:**
- d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;**
- e. Loading and unloading ships (alongshore workers);**
- f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.**

Education: High School Diploma or equivalent.

Experience: Entry level. No prior experience

### **21130 Shipping/Receiving Clerk (Non-Professional)**

The Shipping/Receiving Clerk performs clerical and physical task in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine task, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct or coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping

records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

Education: High School Diploma or equivalent.

Experience: Minimum of 1 year in the stated position.

### **21150 Stock Clerk (Shelf Stocker; Store Worker) (Non-Professional)**

The Store Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse to storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examine stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage of letters or articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to size to fill order.

Education: High School Diploma or equivalent.

Experience: Entry level. No prior experience.

### **21410 Warehouse Specialist (Warehouse Worker) (Non-Professional)**

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

**Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).**

Education: High School Diploma or equivalent.

Experience: Entry level. No prior experience.

## **23000 Mechanics and Maintenance and Repair Occupations**

This category includes occupations concerned with maintaining and repairing buildings, grounds, and related facilities; installing, repairing, rebuilding, and maintaining in efficient operating condition a wide variety of engines and mechanical equipment designed for use in domestics, commercial, industrial, and agricultural activities.

Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

### **23130 Carpenter, Maintenance (Non-Professional)**

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 3 years in the stated position.

### **23160 Electrician, Maintenance (Non-Professional)**

An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23180 Electronics Technician, Maintenance (Occupational Base)**

The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, and telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance.

### **23181 Electronics Technician Maintenance I (Non-Professional)**

The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor tests, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

Education: High School Diploma or equivalent.

Experience: Minimum of 1 year in the stated position.

### **23410 Heating, Ventilation, and Air-Conditioning Mechanic (Non-Professional)**

The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This

mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.

This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23470 Laborer (Non-Professional)**

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: the Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and now; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

Education: High School Diploma or equivalent.

Experience: Entry level. No prior experience.

### **23530 Machinery Maintenance Mechanic (Non-Professional)**

The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires round training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

**Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.**

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23550 Machinist, Maintenance (Non-Professional)**

The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to

dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts in to mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice, usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23580 Maintenance Trades Helper (Non-Professional)**

The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the works is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Education: High School Diploma or equivalent.

Experience: Entry level. No prior experience.

### **23640 Millwright (Non-Professional)**

The Millwright installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23760 Painter, Maintenance (Non-Professional)**

The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23810 Plumber, Maintenance (Non-Professional)**

The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe

fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.

The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

Education: High School Diploma or equivalent.

Experience: Minimum of 4 years in the stated position.

### **23890 Sheet-Metal Worker, Maintenance (Non-Professional)**

The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles are required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Diploma or equivalent.

Experience: Minimum of 2 years in the stated position.

### **23960 Welder, Combination, Maintenance (Non-Professional)**

This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding and brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Education: High School Diploma or equivalent.

Experience: Minimum of 3 years in the stated position.

### **23980 Woodworker (Non-Professional)**

The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.

Education: High School Diploma or equivalent.

Experience: Entry level. No prior experience.



## **SIN 736-4 Information and Arts Occupations,** **Including Miscellaneous Occupations**

### **07000 Food Preparation and Service Occupations**

This category includes occupations concerned with preparing and serving food in such establishments as hotels, clubs, restaurants, cafeterias and mess halls on military installations.

#### **07010 Baker (Non-Professional)**

The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.

Education: High School Diploma or equivalent.

Experience: Minimum of 1 year in the stated position.

#### **07070 Dishwasher (Non-Professional)**

Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; and maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.

*Education:* High School Diploma or equivalent.

*Experience:* No work experience necessary.

#### **07130 Food Service Worker (Cafeteria Worker) (Non-Professional)**

Food Service Worker serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of meals. Food Service Worker assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods. Routinely a food service worker will make sandwiches, fruit and vegetable trays, assist in preparing, cooking, and decorating select foods. This worker cleans as needed, washes dishes, inspects equipment, unloads trucks, stores stock, takes unusual food requests and takes payment.

Education: High School Diploma or equivalent.

Experience: No work experience necessary.

#### **13010 Exhibits Specialist (Occupational Base)**

The Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings.

This Specialist would mount fittings and fixtures, such as shelves, panel boards, and shadow boxes to framework, using hand tools or adhesives; install electrical wiring, fixtures, apparatus, audiovisual components, or control equipment in framework, according to design specifications, install or affix murals, photographs, graphs, mounted legend materials, and graphics in framework or on fixtures assemblies. Typically, the Exhibits Specialist duties also include the following: installing or arranging structures in exhibit galleries working with maintenance and installation personnel, tests electrical, electronic, and mechanical components of exhibit structure to verify operation, may maintain inventory of building

materials, tools, and equipment, and order supplies as needed for construction of exhibit fixtures; assigning duties to, and supervising work of carpentry, electrical, and other craft workers engaged in constructing and installing exhibit components.

### **13011 Exhibits Specialist I (Non-Professional)**

At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.

Education: High School Diploma or equivalent.

Experience: Minimum of 6 months on the stated position.

### **99000 Miscellaneous Occupations**

This category includes various occupations not classified in any other category.

### **99810 Sales Clerk (Non-Professional)**

The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment, for which knowledge of the items sold is not a primary requirement. This incumbent performs the following tasks: stocks shelves, counters, or tables with merchandise, sets up advertising displays or arranges merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise; obtains merchandise requested by customer or receives merchandise selected by customer; total price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill. The worker receives payment and makes change, occasionally calculates sales discount in determining sales slip, wraps or bags merchandise for customer, cleans shelves, counter, or tables, as necessary; may keep record of sales, prepare inventory of stock, or order merchandise; and may be designated according to product sold or type of store.

Education: High School Diploma or equivalent. Fluent in the English language.

Experience: Entry level. No experience necessary.

## **SIN 736-5 Technical and Professional Occupations**

### **30000 Technical Occupations**

This category includes occupations concerned with providing technical assistance to engineers and scientists in both laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment

### **30060 Drafter/CAD Operator (Occupational Base)**

The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

#### **Excluded are:**

- a. **Designers using technical knowledge and judgment to conceive, plan, or modify designs;**
- b. **Illustrators or graphic artists using artistic ability to prepare illustrations;**
- c. **Office drafters preparing charts diagrams, and room arrangements to depict statistical and administrative data;**

- d. **Cartographers preparing maps and charts primarily using a technical knowledge of cartography;**
- e. **Positions below level I; workers in these trainee positions either trace or copy finished drawings under close supervision or, receive instruction in elementary methods and techniques of drafting; and**
- f. **Supervisors.**

Positions are classified into levels based on the following definitions.

### **30062 Drafter/Cad Operator II (Non-Professional)**

Drafter/CAD Operator II shows engineering and architectural ideas and information through drawings and computer models of construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or complex details. Work requires use of most conventional drafting and CAD techniques and knowledge of terms and procedures of the occupation.

The Drafter II makes simple revisions to existing drawings or computer models, and more complicated revisions to sketches, computer models or specifications that clearly portray the desired product. Responsibilities include making arithmetic computations using standard formulas; preparing several views of a simple gear system; obtaining dimensions and tolerances from manuals and by measuring the layout; creating and revising detail and design drawings for projects such as construction and installation of electrical equipment, plant wiring, and manufacture and assembly of printed circuit boards; creating drawings to incorporate details of mountings, frames, guards, or other accessories; preparing conduit layouts; preparing wiring diagrams indicating transformer sizes, conduit locations and mountings; drawing base and elevation views, sections, and details of new bridges or other structures, and revising those complete sets of roadway drawings for highway construction projects; and preparing block maps to indicate water and sewage line locations.

Education: Bachelor of Science Degree and relevant certification or 3 years in stated position.

Experience: Minimum of 2 years in stated position.

### **30080 Engineering Technician (Occupational Base)**

To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

#### **Excluded are:**

- a. **Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians);**
- b. **Model Makers and other craft workers;**
- c. **Quality Control Technicians and Testers;**
- d. **Chemical and other non-engineering laboratory technicians;**
- e. **Civil Engineering Technicians and Drafters;**
- f. **Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying weighing, and marking easy-to identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.**

### **30081 Engineering Technician I (Non-Professional)**

This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

- a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

Education: Bachelor of Science in Engineering or 4 years in stated position.

Experience: Minimum of 1 year in the stated position.

### **30082 Engineering Technician II (Non-Professional)**

The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;
- b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;
- c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

Education: Bachelor of Science in Engineering or 5 years in the stated position.

Experience: Minimum of 2 years in the stated position.